



**Minutes of the Dysart Local Governing Body Meeting (LGB01)  
on Wednesday 22<sup>nd</sup> November 2017 at 6pm**

**Governors:**

Thowheetha Shaah (Chair)  
Leigh Edser (Headteacher)  
Heini Furrer (Staff)

Jackie Van West (Co-opted)  
Rosemary Jubraj (Parent)  
Martin Jackson (Parent)

**Non-Governor Participants:**

Penny Jelbert (Business Manager)  
Norman MacDonald (OHCAT Finance)  
Emmet Murphy (Deputy Headteacher)

**GQ** – Governor Question

**GC** – Governor Comment

Minutes taken by Sue Bashford (SB), Clerk to the Governors

The meeting started at 6.11pm

*All documents, circulated prior to the meeting, were taken as read. The SDP was distributed at the start of the meeting and governors looked through it briefly.*

Ref	Title	Action
1.	<b>Apologies for Absence</b> None.	
2.	<b>Welcome and Introductions</b> All were welcomed to the meeting.	
3.	<b>Declaration of Interests</b> None. It was NOTED that governors had completed their annual Declaration of Interest forms at the start of the autumn term 2017.	
4.	<b>Skills Audit Analysis</b> It was NOTED that governors had completed their skills audit forms at the start of the autumn term 2017. <b>GQ</b> – Please can we see an anonymised skill set breakdown before meeting with the potential new governors. Clerk to request from OHCAT.	<a href="#">LGB01/AP01</a>
5.	<b>Constitution and Appointments</b> Governors NOTED that Isabelle Gozard had resigned from the LGB with effect from 15 <sup>th</sup> October 2017. The Chair and Headteacher had written to Isabelle thanking her for all her hard work and contributions to Dysart over many years. The Chair asked that thanks to Isabelle be NOTED in the minutes.	

Minutes signed by Chair:

Date:

	<p>Brief discussion took place and it was AGREED that recommendation should be made to the OHCAT Board for the following appointments: Chair – Thowheetha Shaah Vice Chair – Jackie Van West</p> <p>It was NOTED and AGREED that both appointments were on an interim basis and are until someone else expresses an interest in taking on the roles.</p> <p>It was also NOTED that: HF has agreed to take on the Teaching &amp; Learning portfolio until such time as someone takes over, when he will continue as support. TS to stand in for Finance &amp; Resources portfolio lead until a new governor is recruited.</p> <p>There was discussion around taking on all three prospective governors, should their skill set be suitable, as the current LGB has only 6 members; the Chair requested a preference that either one or three be appointed to ensure there is an odd number of governors. This was AGREED.</p>	
--	--	--

6.	<b>Minutes of the Last Meetings</b>	
	<p>There were no comments or changes to the minutes which were signed by the Chair.</p> <p>The following outstanding action points (from 2016-2017) were briefly discussed:</p> <p><b>LGB02/AP05 (remains open)</b> The office will request that parents and visitors will be asked to lock away tablets unless they are being used specifically for a meeting taking place in a meeting room. A meeting will be set up for parents to come in a look at apps used in school. Due to the work load of the IT department this has yet to be organised.</p> <p><b>LGB02/AP06 (remains open)</b> 360 degree audit This will be completed by February 2018 by LE and EM; a large part of the work has already been done. JVW explained that the 360 degree safe is an audit on everything that is e-learning to ensure that everything is as safe as it possibly can be. It is considered good practise.</p> <p><b>LGB02/AP11 (remains open)</b> Governors' self-evaluation to be discussed at the LGB meeting in February 2018.</p> <p><b>LGB01/AP05 (remains open)</b> Progress data and P levels – information to be provided at next meeting in February 2018.</p>	

7.	<b>Matters Arising not covered elsewhere on the Agenda</b>	
	None.	

Minutes signed by Chair:

Date:

8a.	<b>Headteacher's Report</b>	
	<p><b>GQ</b> - Declaring an interest in Teal Class, as noted on pages 1 and 2, why does Teal have a teacher 3 days a week and Red has a teacher for 4 days a week and all the other classes have teachers for 5 days. Why is that and how is it working?</p> <p>One teacher is working across two class spaces between Red and Teal. Students in either of the classes may attend a session in the other class. They are effectively one class across two classrooms. It was confirmed that this is a new structure for this particular group of students and following a settling in period it is now well embedded. Two additional, very experienced, staff are now supporting along with an experienced STA. Losing an STA has had an impact. Sam D'a name is missing from the class list. There is some movement of staff between classes depending on the session.</p> <p><b>GQ</b> – How is the cricket and horse riding coming along?</p> <p>All going well. Students ride at the RDA Epsom and this has proved to be a success particularly with two students new to riding.</p> <p><b>GQ</b> - What is the plan for the piece of land the other side of The Suite?</p> <p>No firm plans as yet. It will become the outside space for the 14-19 students. The work can begin now the new site member of staff has started. Going forward we plan to have an allotment and an outdoor gym area. More appropriate fencing, 3 metres high, is required. There is currently a planning application in with RBK for a hard stand, which is already in place, for a fire engine.</p> <p><b>GQ</b> – Are the students accessing The Suite from the front of the building?</p> <p>It was NOTED that the students enter The Suite by walking along the side of the old building and across the field on a temporary path (which will be re-laid next summer down the side of the adventure play area); it is working well and adding a level of independence in their transitioning with staff located at various points on the route. It is wheel chair accessible. We will not be looking for vehicular access from the other side of The Suite as it was felt this was not going to be achievable.</p> <p><b>GC</b> – At another SEN school the students grow plants etc, is there a plan for this to happen here and for the students to take ownership of this?</p> <p>The allotment plan will enable the students to grow their own produce.</p> <p><b>GQ</b> – Where did the staff do their food safety and hygiene course?</p> <p>The staff in The Suite completed the training on-line.</p>	

8b.	<b>Data Dashboard</b>	
	<p><u>Behaviour</u></p> <p><b>GQ</b> - Are the behaviour incidents a concern?</p> <p>We are still ironing out the use of the app and it should be in use in every class by the end of this term. Not all behaviours are significant but LE does want to know about them, some behaviours are related to the needs of the students.</p> <p>It was NOTED that the data for behaviour on the dashboard was not showing an accurate picture, partly due to the time it is taking for Dysart admin staff to enter all the data. It was also explained that OHCAT are logging behaviours as High, Medium or Low which is how we used to log them, but the app logs behaviours by type i.e. kicking. At Dysart the type</p>	

has now been given a number of points so that we can more accurately record type and relate it to High, Medium or Low. A behaviour which is in line with the need of the student would be recorded as a zero – no points. The benefit of the app is it allows recording of behaviours to show if there is a 'victim' in the incident.

#### Safeguarding

**GQ** – Can you confirm how many children sit with a social worker, family support worker or have no support at all?

- 31 CIN children are supported by a social worker.
- There are a significant number of students who sit at family support worker level and they have team around the child meetings.
- Social Services Referrals are usually for new students and are not based on safeguarding concerns but more to enable families to access support which they do not currently have.
- Some families do not want support and some families have been assessed and deemed not to need support.
- CPP figure remains the same as last term.

**GQ** – I am interested in those parents who do not have any support from LA. Is it possible to show all those on the graph?

LE explained that she talks to all new parents about the support and gives them time to settle in to school before approaching the subject again.

JVW explained that the safeguarding data on the dashboard was for reporting to the Board.

It was AGREED that other data on families not supported by LA would need to be provided by Dysart. LE and SB to provide data for governors.

LGB01/AP02

**GC** – Could we request that 'new social services referrals' appear as green on the next dashboard? SB to put request to MIS.

LGB01/AP03

#### Staff Typicality – based on Autumn Term 2017

**GQ** – What is this?

Staff typicality is judgements of teaching and the grade awarded. Four staff are missing from data, three have now had their observations.

#### Sick Days

**GC** – It is good to see this as lower this year, as November 2016 was very high following the sickness bug.

**GQ** – In the autumn term could we please have a dashboard from the whole of previous academic year; in February have a dashboard for the whole of the autumn term; in June have the whole of the autumn term and the whole of the spring term?

It was AGREED that this request should be made by SB to MIS.

LGB01/AP04

LE informed governors that student assessment and pupil progress is being looked at to be included on the Dashboard as the exclusions data does not apply to Dysart.

LE added one final point about numbers on roll which are currently at 96. Technically now at capacity but there are currently two referrals being looked at, one is a tribunal case which LE will attend. One offer has been made to a child who is currently out of school. He will be supported with reintegration into school but long term is likely to move on from Dysart.

	One further family is very keen and has been to look round but no papers have yet been submitted. Two are Richmond students, one is from Surrey. All three are secondary students; 14-19 is full and there is one possible place available in Reception.		
<b>9.</b>	<b>Governor Visits, Development and Training</b>		
	The Chair NOTED that the new format of the portfolio report form should be used going forward.  <b>Portfolio Management</b> <u>Ethos, Vision and Strategy</u> There were no questions.		
	<u>Teaching and Learning</u> <b>GQ -</b> What is ASDAN? It is an accreditation award for 14-16 year olds, KS4. Our 16-19 year old students are working towards an Ascentis Award, a new accreditation for Dysart, as OCR was not suiting our needs. Most students will go on to OHC and they use Ascentis.  <b>GQ -</b> What is the timescale for introducing the new curriculum? The bones are there and teachers are now working as teams to develop the schemes of work. The Assistant Head is very enthusiastic and has got all teachers on board. The curriculum will never be ‘finished’ and will constantly be worked on and improved.  <b>GQ -</b> Will there be something on the website? Yes, once the imagery is ready. There will be information on how the curriculum pathways are linked.		
	<u>Health and Safety, Child Protection and Safeguarding</u> <b>GQ -</b> What are the spot checks? They are walks around the school – learning walks, into classrooms, going on trips, checking on posters around the school and how safeguarding is taking place for example on trips.  <b>GQ -</b> Are you happy with what you’ve seen? It was NOTED that JVV was very happy with what she has seen and reported that she meets LE and speaks on the phone regularly. There were a few action points as noted on the report. JVV referred to one, peer on peer abuse, which is now mentioned in the safeguarding policy and in Keeping Children Safe in Education. LE has been asked to clarify the procedure for peer on peer abuse. This will be discussed further with LE.  <b>GQ -</b> What is the guideline on governor safeguarding training? Two yearly but at Dysart it usually happens annually. A safeguarding pack was issued at the governor conference and JVV will update governors when new governor appointments have been made.		
	<u>Finance and Resources</u> No meeting took place during the autumn term 2017.		
	<u>HR and Organisational Development</u> <b>GQ -</b> Twilight training – what is it?		

<p>In the Autumn term there are 3 twilight sessions, 4-6pm, which enables the last day of term to be a day off for staff. The same happens in the summer term.</p> <p>The last twilight, on 16<sup>th</sup> November, was on displays and learning environments. Staff were working as teams to improve areas of the school. This came about from work done with John Prior and David Thomas and the feedback was then applied to the training. This will be followed up by learning walks with prizes on offer.</p>		
<p><u>Business Development and Marketing</u> LE reported that Lin at OHCAT is looking at tidying up and upgrading the website with a view to it looking slightly less corporate. They will then look at changing the website.</p>		
<p><b>Governor Training and Development</b> <u>Governor Conference – October 2017</u> The Chair will summarise the governor conference, and sort out papers issued on the day, for circulation to all governors.</p> <p><b>GQ -</b> Would you like to see the conference happen again? The Chair REPORTED that it was very worthwhile and she particularly liked the VR headset which was demonstrated.</p> <p><b>GC –</b> One VR headset is being used in school and as reported at the conference a risk assessment is required. It is currently being used in one of our more able classes and it has shown benefit in terms of communication. It has also been positive with some of the student behaviours. There has been some discussion about using it for some students for visits preparation. <b>VR headset RA to be carried out.</b></p> <p>There was mention of using VR to put a video of the school on the website for viewing by new families in the hope that this would aid transition for new students.</p>		<p>LGB01/AP05</p> <p>LGB01/AP06</p>

<b>10.</b>	<b>Finance and Funding</b>		
	<p><u>Any Contracts/SLAs in excess of set limit</u> None.</p>		
	<p><u>Final Accounts Year End</u> Norman McDonald went briefly through the accounts and referred to the summary page. Budget deficit of £55k turned out to be £6k at the end of the year so overall the budget was well managed. This was achievable for the following reasons:</p> <ul style="list-style-type: none"> <li>• £200k of income above what had been budgeted for including £50k top-up from local authorities due to the increase in student numbers in the final term</li> <li>• Team Teach courses</li> <li>• Funding from NHS Kingston and Yourhealth for providing therapy support</li> <li>• £30k from insurance for sickness cover</li> <li>• Donations for the new build</li> <li>• £13k over for salary budget</li> </ul>		

Minutes signed by Chair:

Date:

<p>Capital expenditure was mainly around the new build.</p> <p>Reserve is at £347k and the aim of the Trust is to have reserves of about 90 days of the annual expenditure. Governors NOTED that this is a hard target to meet.</p> <p><b>GQ</b> – What is the Reserves policy? Is the plan to carry on as we are or to spend some of the reserve?</p> <p>LE reported that some funds are to be used for the fence line. One new student can, and loves to climb all our fences. H&amp;S have been in. The idea is to cover the fence so he cannot get any purchase on it but it will need to be poly carbonate so it can be seen through which is expensive. Other options for internal fences will be considered, such as reeds. Will approach OHCAT for approval.</p> <p>A new pool cover will hopefully be purchased, which rolls out automatically, and is safe if it is walked on.</p>		
<p><u>Management Account for Current Year</u></p> <p>Norman McDonald went briefly through the accounts.</p> <p>We have 96 students, as referred to earlier. Additional students will bring some extra income but also some additional costs for staffing and support.</p> <p>NMcD meets with LE and PJ regularly. School budgets are a challenge and tight but no real concerns.</p> <p>It was NOTED that OHCAT is happy with the budget and the way it is being managed.</p> <p><b>GQ</b> – why is the full year depreciation so much more than one month? It includes the cost of the repair to the roof and the funds received to do this. It will change when work has been completed and we start to depreciate.</p>		

<b>11.</b>	<b>Pay Committee Recommendations</b>		
	See confidential items.		

<b>12.</b>	<b>Policies and Procedures</b>		
	<p>Governors NOTED that the following policies and procedures had been approved by the OHCAT Board; all where scheduled reviews unless specified below:</p> <ul style="list-style-type: none"> <li>• Admissions Policy</li> <li>• Child Protection Safeguarding Policy</li> <li>• Child Protection Safeguarding Procedure</li> <li>• Complaints Policy and Procedure (<i>unscheduled</i>)</li> <li>• Equality and Diversity Policy</li> <li>• Health and Safety Policy</li> <li>• Pay Policy</li> <li>• Recruitment and Selection Policy and Procedure (<i>unscheduled</i>)</li> <li>• SEND Policy</li> <li>• Staff Code of Conduct (<i>unscheduled</i>)</li> <li>• Anti-Radicalisation Policy</li> <li>• Gifts and Hospitality Policy (<i>new</i>)</li> <li>• IT Acceptable Use Policy (<i>unscheduled</i>)</li> <li>• Safeguarding Supervision Policy</li> </ul>		

	<p><b>GQ</b> – Are OHCAT now fully responsible for the policies and why is this on the agenda?  It was NOTED that governors only need to be aware of the policies that have recently been reviewed and approved by the OHCAT Board. Dysart receive the updated policies and share them with staff. For some areas there may be Dysart procedures which sit alongside the policies.</p>		
<b>13.</b>	<p><b>Term Dates</b></p> <p>Term dates for the academic year 2018-2109 were discussed. The Headteacher explained the rationale behind working one day less in the academic year. It was explained that due to our twilight system of days off at the end of the autumn and summer terms, it would mean that the last day of term in the summer 2019 would be a Monday with the INSET day being the Tuesday; that would cause significant confusion for students. SLT had agreed that, taking into account the students and as a good will gesture to staff that the term should end on the previous Friday and the INSET would be on the Monday. It was explained that the term dates were in line with Kingston Borough. It also meant that the summer holiday would be a full 6 weeks.</p> <p>Term dates to be circulated. The term will end on Friday 19<sup>th</sup> July with the INSET day being Monday 22<sup>nd</sup> July 2019.</p> <p>Following a VOTE all governors were in FULL AGREEMENT feeling strongly that the decision is about the needs of the children.</p> <p><b>GQ</b> – Please could we be informed if the Scheme of Delegation allows the LGB to have the final decision on agreeing the term dates?</p> <p>There followed some discussion about having a third twilight day off but it was explained that due to training needs, such as Team Teach and Hirstwood, three full INSET days suits the schools current needs.</p> <p>It was NOTED that there are two INSET days either side of half term in February. It was felt that this was easier for families to cope with, in terms of care, for two weeks of 4 days instead of one week of three days. However for the academic year 2017-2018 the second February INSET day has been moved to 3<sup>rd</sup> January 2018 so that Dysart could be involved in a Trust-wide INSET day.</p> <p><b>GQ</b> – Where approval is required on an agenda item, please could this be annotated on the agenda going forward?  This was NOTED and AGREED.</p>		<p><b>LGB01/AP07</b></p>

14.	<b>Any Other Business</b>		
	<p><u>SDP</u> LE distributed the SDP at the start of the meeting. She gave a brief overview as follows: SDP is still a work in progress and LE and EM are working closely with Bedelesford and The Link (a new primary within the Trust). The SDP is taking longer to complete due to the work, much of which is collaborative with the other schools, on pupil progress, achievement and assessment which is a large part of the work. Development is also being done on engagement profiles and developing the assessment work around the interim pre-key stage standards for those children working below the key stage test levels.</p> <p>LE and EM met (on 22<sup>nd</sup> November) with the Heads and teams of the other two schools to try and create something that sits between the engagement profile and the standards to cover the gap between the two. The three schools are doing the work for the Trust, to develop assessment and drive it forward.</p> <p>It was AGREED that the full and complete version of the SDP will be emailed to governors by the end of the autumn term.</p> <p><b>GC</b> - As governors, we need to approve the SDP. It was AGREED that the SDP would appear as an Agenda item for the meeting on 22<sup>nd</sup> February.</p>		<p>LGB01/AP08</p> <p>LGB01/AP09</p>
15.	<b>Dates of Next Meeting</b>		
	<p>Thursday 22<sup>nd</sup> February 2018, 6-8pm Thursday 7<sup>th</sup> June 2018, 6-8pm</p>		
16.	<b>CONFIDENTIALITY</b>		
	Pay Committee.		

**The meeting ended at 7.54pm**

## Action Points from 2017-2018

### LGB01– Action Points from meeting on 22<sup>nd</sup> November 2017

**\* ACTION POINT IN CONFIDENTIAL ITEMS**

Action Point No	Action	Action By	Open/Closed
LGB01/AP01	Can we see an anonymised skill set breakdown before meeting with the potential new governors. Clerk to request from OHCAT	SB	Open
LGB01/AP02	Data on families not supported by LA would need to be provided by Dysart. LE and SB to provide data for governors.	LE/SB	Open
LGB01/AP03	Could we request that ‘new social services referrals’ appear as green on the next dashboard? SB to put request to MIS.	SB	Open
LGB01/AP04	In the autumn term could we please have a dashboard from the whole of previous academic year; in February have a dashboard for the whole of the autumn term; in June have the whole of the autumn term and the whole of the spring term? Request to be made by SB to MIS.	SB	Open
LGB01/AP05	The Chair will summarise the governor conference, and sort out papers issued on the day, for circulation to all governors.	TS	Open
LGB01/AP06	VR headset RA to be carried out.	LE	Open
LGB01/AP07	Could we be informed if the Scheme of Delegation allows the LGB to have the final decision on agreeing the term dates	SB	Open
LGB01/AP08	Full and complete version of the SDP will be emailed to governors by the end of the autumn term.	LE	Open
LGB01/AP09	SDP to appear as an Agenda item for the meeting on 22 <sup>nd</sup> February.	SB	Open

## Action Points from 2016-2017 which remain Open

### LGB03– Action Points from meeting on 8<sup>th</sup> June 2017

**\* ACTION POINT IN CONFIDENTIAL ITEMS**

Action Point No	Action	Action By	Open/Closed
LGB03/AP01	Recruitment process for new governor to start immediately.  <b>UPDATE 14/11/17:</b> Papers received from three potential governors. Appointments for interviews to be arranged.	SB	Open

### LGB02– Action Points from meeting on 23<sup>rd</sup> February 2017

**\* ACTION POINT IN CONFIDENTIAL ITEMS**

Action Point No	Action	Open/Closed
LGB02/AP05	Tablets being brought into school to be reviewed. <i>This is something that we are considering being set up for later in the Summer term, date to be confirmed. However in light of the very recent cyber-attacks we need to be confident that this will not affect our systems, so the idea may have to be reviewed/held off for now.</i>  <b>Update:</b> Governor commented that this was more to do with a safeguarding issues and with parents/visitors bringing tablets into school. Following discussion it was AGREED that office staff would ask visitors to lock tablets away or leave in cars. There was some further discussion about getting parental agreement at a whole school events, with the proviso that any videos/photos should not be used on the internet. It was NOTED that some students could be excluded from events if their images cannot be shared. <b>GC</b> – The Information Commissioners Office has produced guidance on videoing at school productions and have said that it is ok to do so. LE AGREED to investigate options of ‘blocking out’ software. <b>Action point remains open.</b> <b>UPDATE:</b> Due to the work load of the IT department over the summer and start of the autumn term, this has been put on hold. This will now be a priority and will be reported on at the LGB in February 2018.	Open
LGB02/AP06	Following some discussion it was AGREED that the 360 audit would be brought to the next LGB and signed off. <i>There has not been the opportunity to complete this. With Emmet now in post full time, LE is aiming for this to be completed by the Autumn term.</i> <b>Action point remains open.</b> <b>UPDATE:</b> This should be completed by the end of the Autumn term 2017 and will be reported on at the next LGB meeting in February 2018.	Open
LGB02/AP11	Governor self-evaluation to be revisited. <i>This remains open, no work completed on this so far.</i> <b>Update:</b> <b>GC</b> – it was suggested that contact be made with the NGA to move forward on this. It was AGREED to investigate this further. <b>Action point remains open.</b> <b>UPDATE:</b> This will be revisited once the Chair and Vice Chair for the academic year have been recommended and approved.	Open

**Action Points from 2016-2017 which remain Open**

**LGB01– Action Points from meeting on 10<sup>th</sup> November 2016**

Action Point No	Action	Open/Closed
LGB01/AP05	<p>LE would like to hold a separate information session about the changes in progress data and the recommendations being made with the pending withdrawal of P levels.</p> <p><i>This session will be arranged following possible SLT attendance at a conference regarding 'The Implications of the Rochford Review' on 22<sup>nd</sup> June. The Rochford Review Group have made important recommendations about the way students with SEND should be assessed.</i></p> <p><b>UPDATE:</b> LE gave a brief outline of the conference 3 staff will be attending on 22<sup>nd</sup> June. In brief, the review has suggested that student progress should no longer be tracked in P levels but tracked in non-subject specific learning in any form, through engagement profiles.</p> <p><b>Action point remains open.</b></p> <p><b>UPDATE 14/11/17:</b> Three Dysart staff to attend a conference (Rochford Review Recommendations) on 19<sup>th</sup> January 2018. Following this training, a session to update governors will be arranged.</p>	Open